

**TOWN OF NEWSTEAD - PLANNING BOARD MINUTES**  
**June 21, 2004**

PRESENT: Tom Cowan, Chair  
Mark Decker  
Terry Janicz  
Don Hoefler  
Rick Meahl  
John Potera  
Rebecca Baker, Zoning Officer  
Andrew Casolini, Town Engineer  
Christine Falkowski, Planning Board Clerk

**Minor Subdivision Application & Checklist**

Andrew Casolini presented these documents to both the Planning Board and the Town Board. Christine and Andrew researched other town's applications and policies, and they created these forms as a more thorough system for checks and balances, especially the criteria for drainage plans and easements. Nathan Neill added that the Planning Board has the authority to require drainage plans, easement and to bump a minor subdivision to a major if they feel it is needed. They can deny a subdivision application if it does not meet the set standards, but it is more likely that approval will result with all required criteria submitted.

The Planning Board meeting was called to order by Tom Cowan at 8:15 PM.

**NEW BUSINESS**

The minor subdivision application/checklist was discussed further. The members felt that they do not have the right to require an easement, an engineered drainage plan at a substantial cost or to deny an application. Tom will check into this further and report back to the Board.

**OLD BUSINESS**

**Minutes Review** – Mark motioned to approve the minutes of June 7<sup>th</sup>, seconded by Don and all approved.

**Route 5 /Overlay Zone/Moratorium on Used Auto Dealers/Design Criteria** Tom stated that the language for used auto dealers was indeed an oversight, and that Wendel is revising. Monday, July 12<sup>th</sup> may be the next meeting date with the Planning, Zoning and Town Boards together.

**Sign Ordinance** Tom spoke to Nathan about annually renewable sign permits in lieu of stiff penalties for non-compliance.

**Fence/Wall Ordinance** Tom's draft was reviewed in detail. He will prepare a memo with the suggested changes for recommendation to the Town Board.

**Flaglots/Open Development** Language and lot sizes, etc. were struggled with. Tom will try to arrange a field trip to look at an example of a flaglot in Clarence.

**Next meeting: Monday, July 19, 2004.** (no meeting on July 5<sup>th</sup>.) Keep in mind that July 12<sup>th</sup> *may* be a joint meeting regarding Route 5 Overlay.

John motioned to adjourn the meeting at 9:25 PM, seconded by Terry and all approved.

Respectfully submitted, Christine Falkowski, Recording Secretary